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MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

August 23, 2005

**Memorandum**

**To:** Intermediate School District Directors of Special Education

**From:** Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

**Subject:** Orientation for Newly Assigned Intermediate School District  
Staff Responsible for Special Education Monitoring

**cc:** Intermediate School District Monitors of Special Education

You were previously notified, via Directors' listserv, of upcoming orientation and training sessions for Special Education monitors. Newly assigned staff responsible for Special Education monitoring will participate in an orientation on Thursday, September 8, 2005, at the Sheraton Lansing Hotel. Registration for this orientation can be completed online on the CIMS website at [www.cenmi.org/cims/](http://www.cenmi.org/cims/). Please look under "Events" and follow the links for registration.

Kathy Barker, Coordinator of Monitoring, will lead this "hands-on" orientation designed to provide newly assigned staff responsible for monitoring with basic knowledge of the Continuous Improvement and Monitoring System (CIMS) processes. Regional trainings, offered later in September, are required training for all staff responsible for Special Education monitoring, including newly assigned staff. Please check the website calendar for the upcoming dates for your region.

When you have contacted the newly assigned staff for participation in the CIMS orientation, and that staff person has registered online, a confirmation and follow-up memorandum will be sent directly to them.

If you have any questions, please contact Carol Hatch, of the Monitoring office, at 517-335-0465, or at [hatchc@mi.gov](mailto:hatchc@mi.gov).

JJT:KB:cah

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